

POST CONSTRUCTION REQUIREMENTS

63-12.0100 FINAL INSPECTION

- .0110 Project Engineer** - The Resident Engineer, when work on the contract is coming to an end, will initiate the Finalization of the contract. The Resident Engineer will enter the Open to Traffic date as a SiteManager Key Date and notify the District Construction TEBM.
- .0120 District Office** - The District Construction TEBM will notify the Central Office Liaison and request a final inspection.
- .0130 Central Office** - After all essential work is completed on the contract, the Central Office Liaison will enter the Substantial Work Complete Date in SiteManager. The liaison will then inspect the contract to determine if there will be a need for corrective work.
- .0140 Structures** - Final inspection of all structures should be made as soon as the structure work is complete, regardless of the completion status of the contract as a whole.
- .0150 Bituminous Projects** - The Project Engineer shall insure that all contract requirements have been met and that all clean-up has been performed. The final inspection should be done in the presence of the contractor to review and discuss any additional or corrective work.

63-12.0200 COMPLETION OF A PROJECT

- .0210 Establishing a Completion Date** - After all essential work is completed on the contract, the Project Engineer will enter the Work Complete Key Date in SiteManager. Then, upon completing the final inspection, the Central Office Liaison will populate the Substantial Work Completion Critical Date in SiteManager. After the Substantial Work Complete Date is entered, all time charges stop.

63-12.0300 FORMAL ACCEPTANCE

All additional or corrective work resulting from the final inspection will be done under the direct supervision of the Project Engineer. After the Contractor has completed the corrective work, the Project Engineer will enter the Corrective Work Complete Key Date in SiteManager.

When the Central Office Liaison receives notification that corrective work is completed, the liaison will generate the Formal Acceptance report and enter the Acceptance Date in the SiteManager Critical Date.

- .0310 Date of Formal Acceptance** - If no additional or corrective work is needed during the final inspection, the project completion date will be the Formal Acceptance Date. However, if additional or corrective work is specified at final inspection, the date the corrective work is completed will be the Formal Acceptance Date.

63-12.0400 CONTRACT OVERTIME

When a project is completed after the original specified time has expired, the Project Engineer will submit Form TC63-26 "Contract Overtime and Liquidated Damage Review" as directed in Section 63-2.1160. This form should be submitted to the Central Office within Sixty days after project completion.

- .0410 The Project Engineer** - Any time extension request or other contentions the contractor registers to the Project Engineer should be forwarded to the District Construction Office as soon as possible.

- .0420 The District Office** - The District Office will complete form TC 63-26 and any unresolved extension requests. Then, the District Office will forward this to the Central Office as soon as possible, within sixty days of contract completion.

- .0430 Money Overrun** - A change order which gives a time extension involves a specific amount of money and a specified amount of time. The total "Net Increase" of all change orders specifying additional time shall be subtracted from the "Final Contract Amount". The total amount remaining will be compared to the "Original Contract Amount" (Line 7, Form TC 63-26). If this amount is greater, the difference will be considered for additional time based on money overrun.

The determination and extension of contract time must be done in compliance with Section 108.07 of the Standard Specifications.

- .0440 The Central Office** - Liquidated Damage Reports will be handled as outlined in Section 63-02.1162.

63-12.0500 THE FINAL ESTIMATE

Each Final Estimate shall be compiled, checked, and submitted to the Central Office Final Estimate Section within the established time frame of the date of Formal Acceptance. This time frame is ninety days on Proposal Projects and one hundred twenty days on Grade and Drain projects.

The Project Engineer should keep the District Construction Office fully aware of progress in compiling the final estimate. Any significant underruns or overruns should be brought to their

attention immediately.

The District Construction Office should keep the Central Office Final Estimate Section aware of any significant overruns or underruns and of any claims made by the Contractor.

.0510 Preparation the Final Estimate - After the Formal Acceptance report is received the Inspector over the Contract will begin verifying the final pay quantities.

.0520 Verifying Quantities at Project Engineer Office Levels - The Inspector verifying the pay quantities should follow the below steps:

1. Run the Installed Work Report in SiteManager to verify that all DWR's have been approved for payment. If the report shows that there are DWR's not approved, the Inspector will research why the items have not been approved.
2. Run the DWRALL report and use Excel to create a pay book that shows what items were recorded on DWR's for each date worked.
3. For all weighed materials, total the last load tickets for each pay item and compare to the total paid. If the total ticket quantity and amount paid for the item do not match, the Inspector will determine why, and will correct in SiteManager. There must be last load tickets for the quantity paid. In some cases, the Inspector may need to get a copy of a missing weigh ticket from the quarry or from the Contractor.
4. Roadway Excavation is paid as plan quantity, plus or minus authorized adjustments. If anything other than plan quantity is paid, there must be the calculations for the authorized adjustments. These calculations should be checked by the Inspector during Final Check.
5. For all pay items, the Inspector must be able to verify the quantity paid and have the verifying documents available for use by the District Office's checking of the Final. This documentation may be saved electronically on CD, or by maintaining a paper file as may be the case with weighed material.

After the Inspector has determined that all quantities are verified, the final is ready for the Project Engineer to finish the checking at the Resident level. The Project Engineer will do the following:

1. The Project Engineer will enter the Ready For Materials Check-RE Key Date in SiteManager.
2. The Project Engineer will generate the Dispute/Claim Summary Report to

verify that there are no unresolved disputes or claims.

3. The Project Engineer will verify that all Change Orders are approved or denied by generating the Unapproved Change Order Aging Report.
4. The Project Engineer will verify all stockpile balances are zero. If there is a balance remaining, the Project Engineer should close out the stockpile.
5. The Project Engineer will also calculate any fuel or asphalt adjustments to verify they are correctly recorded in SiteManager.

After all checks are made in the Project Engineer's Office, the Project Engineer will create a DWR with any corrected quantity and enough demobilization paid equal 75% of plan quantity. This will be paid as the last Progress Estimate. After this estimate is paid, the Project Engineer will create and approve a DWR with the remaining 25% demobilization, then will enter the Resident Final Check Key Date in SiteManager and send the District Office Manager a notification e-mail making sure to send, as an attachment, the Fuel and Asphalt spreadsheets. The Project Engineer will send the District Office Manager any documentation and the As-Built Plans needed to verify quantities paid.

The Project Engineer will generate but not approve an estimate that the District can use to verify quantities.

.0530 Verifying Quantities at District Office Levels - The District Office Manager will enter the Files Received in District Office Key Date in SiteManager. Then, the District Office Manager will verify the quantities paid by doing the following:

1. The District Office Manager will run the Installed Work Report in SiteManager to verify that all DWR's have been approved in SiteManager.
2. The District Office Manager will run the DWRALL report in SiteManager to have an electronic pay book to verify quantities.
3. After this, all last load tickets need to be verified, making sure that there are corresponding weigh tickets for quantity paid.
4. Closely check the Fuel and Asphalt adjustment spreadsheet, making sure the adjustment have been properly applied.
5. The District Office Manager will continue checking all quantities to assure the accuracy of the Final Estimate.

After all quantities are verified, the District Office Manager will check Doc_Viewer or eMars to verify that there are enough funds left in the contract to

process the payment. After funding verification is made, the District Office Manager will enter the District Final Check Key Date in SiteManager.

The District Office Manager will send the As-Built plans to the Central Office Final Estimate Section and send an e-mail notification to the Central Office Final Estimate Section stating that the Final is ready to be processed. The e-mail will include the Contract ID, amount of Final Estimate, attached Fuel and Asphalt spreadsheets, and attached LD report.

- .0540 Central Office Final Estimate Section** - Upon receipt of the Final Estimate Notification e-mail from the District Office Manager, the Final Estimate Section will verify that all Key Dates in SiteManager required are entered. The Checklist Event Dates in SiteManager will be checked to verify that Material Certification has been done. The Central Office Final Estimate Section will enter the Files Received in Central Office Key Date in SiteManager.

After verifying Key Dates and Checklist Event Dates, the Final Estimate Section will generate Final Estimate and use this while verifying quantities. The Central Office Final Estimate Section will verify that all change orders have been approved or denied, that all stockpiles have been closed, and that there are no outstanding DWR's.

The Final Estimate Section will then use the Fuel and Asphalt Adjustment spreadsheets to verify the accuracy of the adjustment. Any Liquidated Damage Report will be printed and attached to the Final package.

- .0550 The Final Estimate Package** - After the Central Office Final Estimate Section completes the last Final Check, a Final Estimate Package is created to be sent to the Division of Accounts. The Final Estimate Section enters the SiteManager Key Dates "Central Office Final Check", "Date Final Release Sent", and the projected date for "Date Final Release Received". Three copies of the Final Estimate are printed from SiteManager, one copy of the Final Estimate Data Sheet, and two copies of the Final Release. These are put together to create the Final Package.

A Copy of the Final Estimate and one copy of the Final Release are sent to the Contractor for their approval.

- .0560 Contractor Review** - After receipt of the Final Release and a copy of the Final Estimate, the Contractor has 60 days to review the contract. If the Contractor is in agreement with the final pay amount, the Contractor signs the Final Release letter and returns it to the Division of Construction Director. If no Final Release is returned after 60 days, the contract may be paid by Official Order.

If the Contractor does not agree with the final pay amounts, a claim may be filed

to the Division of Construction.

- .0570 Final Estimate Payment** - After receiving the signed Final Release from the Contractor, the Final Estimate Section applies approval to the Final Estimate in SiteManager and enters the Final Release Critical Date as well as the Date Release Return Key date in SiteManager. This initiates closing out the Contract in eMars.

When a contract is Final Paid by Official Order, the same is done with the exception that a note is entered in SiteManager that states that the Final was paid by Official Order.

- .0580 Closing the Contract in SiteManager** - After payment of the Final Estimate in eMars, the contract balances are closed or taken to zero dollars. The Central Office Final Estimate Section then applies the final approval level to the estimate in SiteManager and enters the Physical Work Complete Date in the Critical Dates. Once the Physical Work Complete Date is entered in SiteManager, there can be no more changes to the contract.